

Minutes of the Full Council Meeting of Broseley Town Council
held at 7.00 pm on Tuesday, 13th March 2018
at the Birchmeadow Centre, Broseley

Standard abbreviations used throughout: Shropshire Council – SC
Birchmeadow Centre – BMC
Birchmeadow Centre Management Committee – BCMC
Shropshire Association of Local Councils - SALC

324. PRESENT

Councillors Burton, Childs, L Garbett, Mark Garbett, Michael Garbett, Goodall, Harris, Maltby, Taylor and West.

325. IN ATTENDANCE

Mrs T Barrett – Town Clerk, Mrs A Williams - RFO
Several members of the public, Shropshire Councillor D Turner.

326. PUBLIC PARTICIPATION

- a. Shropshire Councillor D Turner informed the meeting that he and Councillor Harris had been in meetings at Shirehall all day and praised Councillor Harris for his endurance.
- b. Mr D Bould stated that he had still not received a reply to his most recent letter. The Mayor undertook to deal with this. Mr Bould thanked two Councillors who had passed on information to him and stated that he would make this public on facebook.

Shropshire Councillor D Turner and Mr Bould left the meeting.

327. APOLOGIES FOR ABSENCE

Councillors accepted the following apology: Councillor Singh-Mohr – work.

328. DECLARATIONS OF INTEREST

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	13	Grant application for Broseley Cinema Club	Pecuniary	Employee of Birchmeadow Centre	338c
Harris	9	Annual Parish Meeting	Bias	Shropshire Councillor	334
	16	Planning Committee	Bias	Member of Shropshire Council South Planning Committee	341
	22	Local Joint Committee	Bias	Shropshire Councillor and Chair of Committee	347

329. MAYOR'S ANNOUNCEMENTS

None

330. MINUTES OF THE MEETING HELD ON 13TH FEBRUARY 2018

RESOLVED to approve the minutes of the meeting held on 13th February 2018.

331. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13TH FEBRUARY

Minute 290c: the replacement mirror for the junction of Fox Lane was still awaited. It was noted that the Ringway highways contract would finish at the end of March and it was therefore unlikely that Ringway would carry out this work.

Minute 318b: the Clerk requested that any comments to be included in the consultation on pharmaceutical services be forwarded to her to allow a response by 19th March.

332. MAYOR ELECT

RESOLVED to nominate Councillor Burton as Mayor Elect for the civic year 2018/19, the office to be confirmed at the Annual Meeting of the Council in May.

333. DEPUTY MAYOR ELECT

RESOLVED to nominate Councillor West as Deputy Mayor Elect for the civic year 2018/19, the office to be confirmed at the Annual Meeting of the Council in May

334. ANNUAL PARISH MEETING

- a. Councillors noted that the Annual Parish Meeting would be held on Thursday, 19th April at 7.00pm at the Birchmeadow Centre.
- b. **RESOLVED** that the meeting should consist of reports from the Mayor and Shropshire Councillor, an update on the Neighbourhood Plan and a report from a senior police officer, if available, followed by questions from the floor. Light refreshments would be served.

335. ACCOUNTS FOR PAYMENT

RESOLVED to approve for payment the schedule of accounts.

336. BANK RECONCILIATION

Councillors reviewed and **RESOLVED** to approve the bank reconciliation as at 28th February 2018.

337. EARMARKED RESERVES

- a. **RESOLVED** to earmark any unspent budget remaining in the following budget headings at the end of the 2017/18 financial year:
PUB 5 Public Lighting for the Street Lighting upgrade project
GEN 4 Town Planning Consultations for development of the Neighbourhood Plan
- b. **RESOLVED** to earmark up to £10,000 from the Council's general reserve for the development of a Neighbourhood Plan for the town.

338. GRANT APPLICATIONS

- a. Councillors noted the amounts remaining in budget heading GRA1 Grants and GRA2 Community Funding.
- b. **RESOLVED** to make a virement of £1,500 from budget heading GRA2 to budget heading GRA1.

Having declared a prejudicial interest in the following item, Councillor Childs left the meeting.

- c. **RESOLVED** to award a project grant of £750 towards a new screen to Broseley Cinema Club.

Councillor Childs returned to the meeting.

- d. **RESOLVED** to award a project grant of £540 for Broseley school children in year 6 to attend the 2018 Crucial Crew safety event.

339. PROPOSED CHANGES TO TOWN COUNCIL GRANT POLICIES

Councillors considered a proposal for changes to the service support and project grant funding policies and **RESOLVED** to retain the current policies but to bear in mind suggestions made.

340. INTERNAL AUDITOR

Councillors considered quotations received to carry out the internal audit for the Council and **RESOLVED** to appoint Bernard Townson as internal auditor for the financial year 2017/18.

341. PLANNING COMMITTEE

- a. Councillors noted the draft minutes of the Planning Committee meeting held on 22nd February 2018.
- b. Councillors noted that an appeal had been made against the refusal of the planning application for Gestiana in Woodlands Road.
The development at 36 Sycamore Road continued to cause friction between neighbours and the developer.
An outline application for 44 Ironbridge Road had been re-submitted.

342. NEIGHBOURHOOD PLAN

- a. Councillors noted the minutes of the meeting held on 5th March and a report from the Advisory Group, formerly known as the Steering Group. The designation of the group had been changed as it included both Councillors and non-Councillors.
- b. Councillors reviewed the Terms of Reference for the Advisory Group. It was noted that the Town Council was the responsible body for the Neighbourhood Plan. Any grant applications would need to be made in the name of the Town Council, which would hold any monies obtained and process payments through the Council system. It was noted that five Council members would be appointed to the Neighbourhood Plan Advisory Group at the Annual Meeting in May.
RESOLVED to approve the Terms of Reference for the Advisory Group.
- c. **RESOLVED to approve the application to Shropshire Council to designate the Neighbourhood Plan area.**
- d. **RESOLVED to approve the use of the Town Council website as the official website for the Neighbourhood Plan.** It was noted that the Council's Administrative Officer was responsible for maintaining the website and that clear channels of communication would be needed between the Advisory Group and Council office to ensure relevant material was displayed.

343. HIGHWAYS

Councillors noted a report on Highways matters:

- The hedge cutter had been along Dark Lane.
- The new street lights in Bridgnorth Road would be computer controlled at Shropshire Council.
- Gas works were planned for Ironbridge Road between Dark Lane and the Cemetery and the Clerk had raised concerns about access to the Cemetery.
- The many potholes around the town were unlikely to be filled until the new highways contractor took over in April.
- HGV route consultation was in progress.
- There would be a road closure in Woodhouse Road between 3rd and 9th April for gas works.

344. TOWN TALK

Councillors reviewed the draft copy of Town Talk and **RESOLVED to approve the newsletter for printing and distribution.**

345. RURAL DEVELOPMENT PROGRAMME FOR ENGLAND (RDPE)

- a. Councillors noted that funding was available through the RDPE to support the development of tourism and that the Mayor and Administrative Officer had been working to put together an expression of interest for a project combining the Church Heritage Centre, the Haycop Nature Reserve and Broseley Festival.
- b. **RESOLVED to approve the submission of an expression of interest to the RDPE by the Town Council.**

346. WHAT'S WHAT MAGAZINE

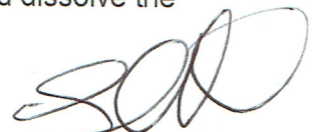
Councillors noted that What's What magazine had decided to discontinue its regular "Council Notes" pages, however, the magazine was still keen to receive information which might be of interest to its readers.

347. LOCAL JOINT COMMITTEE (LJC)

Councillors noted that the LJC meeting held on 20th February had been well attended. There had been reports from the police and presentations on Neighbourhood Planning. The meeting had been less formal than previous meetings with good engagement from the public.

348. BROSELEY PARTNERSHIP

Councillors noted that the date of the special meeting of the Broseley Partnership had been moved from Tuesday, 24th April to Tuesday, 17th April at 7.00pm at Broseley Social Club when members would consider a resolution to allocate the remaining funds and dissolve the Partnership.



349. SHROPSHIRE ASSOCIATION OF LOCAL COUNCILS (SALC)

Councillor Maltby had been unable to attend the recent SALC AGM. Councillor West would be attending the forthcoming meeting of the Bridgnorth SALC group where there would be a presentation on affordable housing.

350. CORRESPONDENCE

Councillors noted the following correspondence:

- a. Notification of the first meeting of the Broseley, Much Wenlock and Cressage Well-Being Forum on 27th March at the Birchmeadow Centre. **Noted.** Some Councillors were aware of this event.

351. STAFFING COMMITTEE

- a. Councillors noted the draft minutes of the Staffing Committee meeting held on 19th February 2018.
- b. On the recommendation of the Staffing Committee, **RESOLVED to offer a childcare voucher scheme to employees.**

352. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the following items of business, on the grounds they involve the likely disclosure of exempt information as defined in the Acts:

- 28. APPOINTMENT OF SEASONAL GROUNDSPERSON**
- 29. LEGAL MATTER**
- 30. DATA PROTECTION MATTER**

353. APPOINTMENT OF SEASONAL GROUNDSPERSON

Councillors noted the outcome of the interviews for a Seasonal Groundsperson and **RESOLVED to approve the appointment of the successful applicant.**

Agenda item 30 was taken next.

354. DATA PROTECTION MATTER

Councillors considered a data protection matter as documented in the confidential report DP2 dated 13.03.18.

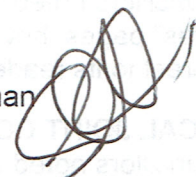
RESOLVED to draw up a Document Retention Policy for the Council.

RESOLVED to contact ex-Councillors requesting that they destroy or return any confidential personal information connected with their previous role as Councillors that they might still be holding.

355. LEGAL MATTER

RESOLVED that the Mayor or Deputy should attend the forthcoming meeting with the Clerk.

Chairman



Payments Schedule for Approval at Full Council Meeting 13/03/2018

Invoice No.	Payment Terms	Description of Service/Supply	Net	VAT	Total	Cheque Number
28/02/2018	n/a	Shropshire County Pension Fund	994.78	-	994.78	506071
28/02/2018	n/a	HMRC	1,400.77	-	1,400.77	506072
12/02/2018	19/03/2018	PAYE - February	323.01	64.60	387.61	506073
16/02/2018	23/02/2018	BT	25.00	-	25.00	506074
08/02/2018	28 days	SALC	7.06	-	7.06	506075
14/02/2018	Immediate	A Williams	33.12	6.60	39.72	506076
28/02/2018	Immediate	Shropshire Council	84.00	16.80	100.80	506077
10/01/2018	Immediate	Asles Tool Hire & Sales Ltd	479.17	95.83	575.00	506078
02/03/2018	Immediate	Healthmatic	75.00	15.00	90.00	506079
05/03/2018	Immediate	Smartwater	63.00	-	63.00	500049
		Shropshire Council				
		Totals	3,484.91	198.83	3,683.74	

Invoice No.	Payment Terms	Description of Service/Supply	Net	VAT	Total	Cheque Number
14/02/2018	Immediate	Adding Zorb Balls to Insurance	52.35	-	52.35	506069
14/02/2018	n/a	Petty Cash for Groundsmen	200.00	-	200.00	dr card
27/02/2018	n/a	Grant agreed at February Meeting	3,000.00	-	3,000.00	506070
15/02/2018	Immediate	Office Stationery	28.26	5.65	33.91	dr card
12/02/2018	12/03/2018	Electricity Supply Library Building Dec	145.63	29.13	174.76	DD
15/02/2018	15/03/2018	Gas Supply Library Building Nov/Dec	132.73	26.55	159.28	DD
12/02/2018	12/02/2018	BT	5.00	-	5.00	DD
23/02/2018	23/02/2018	February Salaries	6,429.63	-	6,429.63	Bank Transfer
27/02/2018	n/a	Birchmeadow Phone	109.46	21.89	131.35	DD
28/02/2018	n/a	Monthly Broseley Tourism Website Hosting	19.99	4.00	23.99	DD
19/03/2018	n/a	Child Care Vouchers	86.40	1.28	87.68	DD
05/03/2018	05/03/2018	DBS check K Jones	15.00	3.00	18.00	dr card
05/03/2018	05/03/2018	DBS check K Jones	44.00	-	44.00	dr card
		Totals	10,268.45	91.50	10,359.95	

Invoice No.	Payment Terms	Description of Service/Supply	Net	VAT	Total	Cheque Number
02/03/2018	30 days	Council Office phone	39.77	7.95	47.72	506080
28/02/2018	30 days	Wheel clamp for trailer	43.98	8.80	52.78	506081
08/03/2018	Immediate	Service for ride on mower	318.21	63.64	381.85	506082
27/02/2018	Immediate	Cemetery Water Supplies	123.73	-	123.73	506083
28/02/2018	Immediate	First Aid Training K Jones	60.00	-	60.00	506084
08/03/2018	Immediate	Library Copier Charges	5.21	1.04	6.25	506085
19/02/2018	Immediate	Service of Fire Equipment at Birchmeadow Centre	211.40	42.28	253.68	506086
07/03/2018	26/03/2018	Birchmeadow Centre	740.62	148.12	888.74	DD
		Totals	1,542.92	271.83	1,814.75	